

CITY OF MIDLAND, MICHIGAN  
STANDARD INSTRUCTIONS TO BIDDERS

1. Receipt and Opening of Bids: **Sealed bids will be accepted and date/time stamped upon receipt in the office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640-5132, until the time indicated on the attached Invitation to Bid for goods or services listed in the specifications and will be publicly opened and read aloud.**

2. Form of Bid: **Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.**

3. Submission of Bids:

A) **Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title and bid number of the project, and the date and time of the scheduled bid opening.**

B) **Any bid received after the scheduled opening time will not be accepted and will be returned unopened.**

C) **Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.**

D) **Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.**

E) **Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.**

F) **Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after opening.**

G) **Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the City for the premature opening of a bid not properly addressed or identified.**

H) **In case of a discrepancy between unit prices and their extensions, the unit price bid shall govern.**

4. Brand Names: **Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are called, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.**

5. Taxes: **The City of Midland is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of property owned by the City is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.**

6. Acceptance of Bids: **The City will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the**

specifications. Tie bids will be awarded based on the most favorable terms for payment and/or delivery schedule or other costs associated with the award process. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.

7. City's Rights: The City reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the City's best interests.

8. Delivery: Bids shall include all delivery charges with terms of Freight Prepay - FOB Midland, MI.

9. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process. The City of Midland is a Michigan municipal corporation.

10. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed. Bid tabulations will be available at on the City's website, [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov) in the Purchasing section of the Fiscal Services Department under the City Government tab.

11. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

12. Acceptance of Materials: All components used in the manufacture or construction of materials, supplies, and equipment, and all finished goods, shall be new, the latest make/model, of the best quality, and highest grade workmanship. In the event the delivered material is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the bidder and return the materials to the bidder at the bidder's expense.

13. Non-Iran Linked Business: By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard."

## City of Midland, Michigan

### REQUEST FOR PROPOSAL

**PROPOSAL NUMBER: 3700**

**ITEM: Midland Community Television Technical Facilities Upgrade**

**DEADLINE: Tuesday May 19, 2015 2:00p.m.**

The City of Midland on behalf Midland Community Television (MCTV) is requesting proposals from qualified contractors for the **Midland Community Television Technical Facilities Upgrade**. Sealed proposals must be submitted in accordance with this RFP to the City of Midland, on or before the closing time of 2:00p.m., Tuesday May 19, 2015 at Midland City Hall, City Clerk's Office, at which time they will be publicly opened and thereafter be subject to disclosure under the Freedom of Information Act.

Proposal packages can be obtained at the City of Midland website: [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov) Search for "Purchasing."

**A MANDATORY PRE-PROPOSAL MEETING** will be held on Friday, May 1, 2015 at 1:00p.m. in Council Chambers at City Hall, 333 W. Ellsworth Street, Midland, MI and then move later to MCTV's studio located in the lower level of the Grace A. Dow Memorial Library at 1710 W. St. Andrews Road, Midland, MI.

The purpose of the **mandatory** pre-proposal meeting is to allow contractors the opportunity to understand the scope of work and ask any questions. Attendance at the pre-proposal meeting is **mandatory** in order to submit a proposal. Contractors not in attendance will not be eligible to submit a proposal for this project.

#### **Submission of the Proposals**

**Option A: Submit one (1) original AND three (3) copies of your proposal on paper.**

**Option B: Submit one original AND a PDF format delivered on CD, DVD or flash media.**

All proposals must be submitted in a sealed envelope and must include the following information on the face of the envelope: contractor's name and address, proposal number, and item description. Failure to do so may result in the premature opening of or failure to open such a proposal.

**NO LATE PROPOSALS WILL BE ACCEPTED.**

### **Consideration of Proposals**

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the contractor intends to furnish the item so identified or an item of "equal" quality as determined by MCTV.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Proposals of "equal" quality will be considered, provided that the contractor states in his/her proposal what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such proposal.

MCTV hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

### **Responsive Proposals**

Contractors are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company's risk. Each contractor shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, they are advised to contact the following people for clarification:

Matthew Richardson, MCTV Production Director  
Phone: 989-837-3476  
Email: mrichards@midland-mi.org

no later than Monday, May 11 at 5:00p.m. The questions and answers will become public record and sent to all those who attend and register at the mandatory pre-RFP meeting. All questions will be answered by 5:00p.m., Wednesday, May 13. In the event it becomes necessary to revise any part of the RFP, an Addendum will be posted on the City's website and sent via e-mail to all those who attend and register at the pre-RFP meeting

### **Changes And Addenda To Proposal Documents**

Each change or addendum issued in relation to the RFP will be posted on the City's website and sent as indicated above. It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued.

### **Liability For Costs**

The City of Midland is not liable for any costs incurred by firms with regard to this RFP.

## **Proposal Review and Evaluation and Contract Award Criteria, Reservations and Conditions**

1. MCTV reserves the right to request additional information from one or more bidders during the proposal evaluation process. Any additional information must be supplied within 48 hours after receipt of written notice, via email (Matt Richardson) or fax at 989-837-3478.
2. MCTV reserves the right to reject any or all proposals, to award the proposal to other than the low bidder, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. In general, to make award in the manner as determined to be in the MCTV's best interest and its sole discretion.
3. MCTV reserves the right to conditionally or subsequently accept a proposal from and award a contract to the next most qualified Contractor if the successful Contractor does not execute the Contract, provide the insurance, and satisfy any other conditions of proposal acceptance established within the time required.
4. The evaluation and award of this proposal will be based on a combination of factors including, but not limited to the proposal prices, past performance, compliance with specifications, and any other factors considered to be in the MCTV's best interest. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the MCTV, as such the lowest price will not guarantee an award.

### **Bid Bond**

Contractor must submit a Bid Bond executed by a surety company acceptable to the MCTV and licensed to do business in the State of Michigan; or in the form of a cashier's check or certified check, payable to the City of Midland in the amount of 5% of the proposal. Checks will be returned promptly after the City of Midland and the selected Contractor have executed a Contract or the expiration of the 60 day period during which proposals may not be withdrawn. If no Contract has been awarded by that date, any Bidder may withdraw its Proposal and Bond. All fees associated with these bonds are to be paid by the contractor.

### **Insurance**

A certificate of insurance naming the MCTV as an additional insured must be provided by the successful contractor prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the MCTV and remain in force during the entire contract period.

## **Projected Timeline**

Here is our projected timeline. Please consider this timeline as you submit your proposal and expect the final contract to include these proposed dates.

Pre-RFP Meeting - Friday May 1, 1:00p.m.

RFP Question Deadline – Monday, May 11, 5:00pm

RFP Question Answers Deadline - Wednesday, May 13, 5:00p.m.

RFP Response Deadline - Tuesday May 19, 2:00p.m./

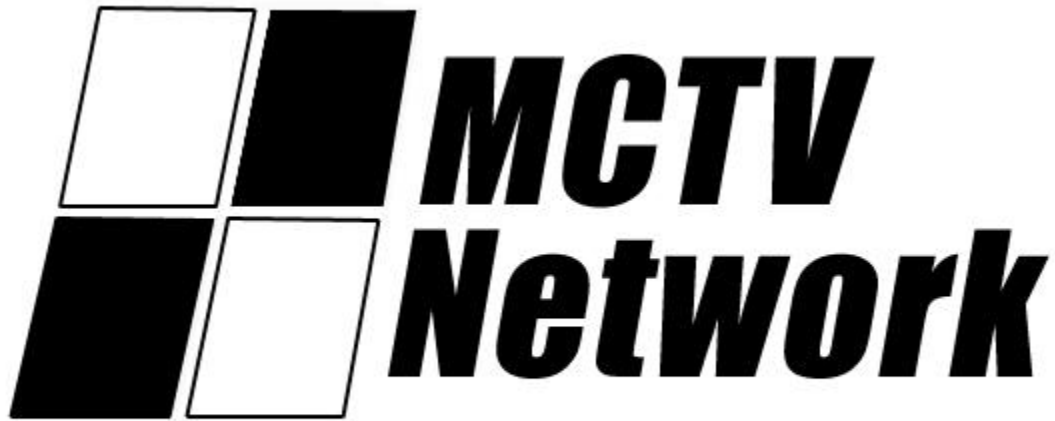
RFP Review and interviews - Friday May 22-Friday, May 29

We request that contractors who've made a proposal make themselves available for a consultation via telephone on Tuesday morning, May 26 between 10:00a.m.-12:00p.m.

Contract Award - Early June

Completed Shop Drawings Mid June

Construction - July - August



A service of the City of Midland

# **Midland Community Television Technical Facilities Upgrade Request for Proposal**

## **TABLE OF CONTENTS**

- Introduction
- Project Goals
- Request For Proposal
- Section 1 Control Room
- Section 2 City Hall Production Facility
- Section 3 Remote Production Trailer
- Section 4 Replay Room - Head End

## **INTRODUCTION**

The City of Midland operates Midland Community Television (MCTV), serving all three forms of community access television: public, education, and government. MCTV produces live and pre-produced programming for distribution on Charter Communications cable, AT & T U-verse, and the internet. Programming is broadcast live 24 hours a day, 7 days a week.

MCTV is based in the lower level of the Grace A. Dow Memorial Library. This is the site of the offices of MCTV, the primary production facility, and video services head end. MCTV also operates a production facility in the lower level of the Midland City Hall and a remote production trailer.

MCTV programs three channels: two public access and one government access. MGTV (Midland Government Television) is on Charter channel 188. MCTV-Messages, a community message board channel that occasionally shows programming is on channel 189. MCTV-Community Voices is the primary public access channel. It's shown on Charter 191. MCTV

provides programming and some support for the Midland Public School Channel 190, but is not responsible for program scheduling or playout. All four channels are available through Channel 99 on AT & T's computer menu-driven system.

MCTV currently operates primarily with standard definition broadcast equipment. Productions include broadcasts of governmental meetings, community meetings, events, and other activities. These productions are produced by both professional staff with significant production experience and community members with limited production knowledge. Other than live meeting coverage programming is generally pre-recorded for later broadcast. Prerecorded programming recorded on location is switched live or recorded using typical EFP/ENG strategies and completed using Final Cut Pro NLE's supported by a common shared video file server.

City of Midland governmental meetings take place at Midland City Hall. These meetings are produced using permanently affixed PTZ cameras switched live locally in a production facility in the lower level of City Hall. Message board content is also produced and managed with hardware located at the City Hall. Three unique video signal paths using analog modulators over fiber deliver the live city meetings, message board content, and emergency content to the MCTV for distribution to cable outlets. A switching mechanism selects the appropriate content for delivery.

MCTV operates a remote broadcast trailer which is utilized for coverage of live sporting and other events in the community. Many sites in the community are prewired to facilitate and ease configuration of technical facilities.

### **Updates to Facilities**

This project provides for improvements and updates to the main MCTV facilities and studios, production facilities at Midland City Hall, and replacement of the MCTV mobile production trailer.

## **PROJECT GOALS**

Technology installed at MCTV should meet the following objectives;

- Improve production workflow by utilizing products that easily interact with each other via standard protocols
- When possible devices should be IP compliant
- Products should be able to be easily and affordable upgraded.
- All new video hardware should support full 1080i HD.
- All live video signals should be HD -SDI except as noted.
- Devices should be "easy" to operate by both professional staff and community members. To this end production facilities should mirror each other using very similar technology and workflow.



- Products should be durable and easy to maintain.

## Request for Proposal

You are encouraged to provide solutions that are consistent with our project goals. A set of specifications are provided for all of the four sections that make up this total project. The specifications that follow are intended to provide you with a clear understanding of the project objectives rather than a vendor centric solution. You are encouraged to provide alternative solutions where appropriate. Alternatives must be clearly noted in the proposal. Your solutions should be comprehensive irrespective of the specification. If you believe a critical product or solution has been omitted from the specification please include it. This is a RFP not a bid document. We are seeking the most qualified comprehensive plan that is consistent with the needs and goals outlined in this document.

This RFP is broken up into 4 sections. You may provide one of the following;

- A) A proposal that includes all 4 sections.
- B) A proposal that includes ONLY sections 1, 2, and 3.
- C) A proposal that includes ONLY section 4.

This RFP provides for the completion of the technical plan required to facilitate our future production needs. We hope to make this transition with minimal production and programming disruptions.

## SUBMITTALS

Your complete response to the RFP should include all the aforementioned required items including;

- A printed copy of your proposal
- An electronic copy of your proposal in PDF format delivered on CD, DVD, or flash media.
- An explanation of what ongoing support will be provided.
- An itemized list of all hardware and software components included in your proposal. Include part or product number, manufacture or provider, and a link to the appropriate vendor's website. **Include unit pricing for each item listed.**
- Provide information on system wide or individual product warranties.

Please provide the following with your proposal submittal:

- Company history
- Experience as it relates to this project
- References (3)
- Bidder Information sheet
- Questionnaire
- Certificate of Insurance
- Warranty Information
- Vendor Support Agreement

## **SECTION 1: MCTV Master Control**

### **Master Control**

The master control environment is to be exclusively HD-SDI. All video will route via a HD-SDI capable router located in the Replay Room - Head End that will support every possible video source and video destination. The master control environment should be configured to be operated with a limited crew (Director/TD) or complete crew (Director, TD, Engineer, Audio, Graphics, and Producer). The Master control environment should have capability to record programming locally, record multiple individual sources, support multiple live playout sources, live animation graphics, and support up to 16 audio inputs. This environment must include comprehensive program, preview, source monitors, and waveform type monitor(s). This environment should also include camera control units, audio monitors, and the rack(s), mounting hardware, furniture and enclosures necessary to support this equipment should also be provided.

It is expected that all the legacy systems in this location will be replaced and those systems currently in place will be removed.

This section includes the deployment of the video infrastructure in the MCTV Master Control area. Included in this section are:

*Camera Systems*

*Master Control Switcher*

*Engineering Station*

*Audio Systems*

### **Camera Systems**

Please provide camera systems for studio and remote use. All systems should be configured so they can be utilized in the field and in the studio. Please provide plan that will accommodate a smooth transition from studio to the field. Video will be delivered to downstream devices via the video router in the "Replay Room – Head End". In the field camera video will terminate at the video router in the "Remote Production Trailer".

#### **(4) Video cameras**

##### **Hitachi Z-HD5000-FS1**

[http://www.hitachikokusai.us/Products/BroadcastandProfessionalCameras/BroadcastandStudioProductionCameras/POC\\_005889.html](http://www.hitachikokusai.us/Products/BroadcastandProfessionalCameras/BroadcastandStudioProductionCameras/POC_005889.html)

#### **Studio Camera Items;**

TA-Z3 Tripod Adapter plate

CU-HD500 Fiber Base Stations

RU-100VR Remote Control Unit

CA-HF1000 Optical Fiber Camera Adaptor

VF-TI701 7" Monitor

XA20sx8.5 BRM Fujinon HDTV Lens

MS-01 Fujinon rear lens control kit

**-OR-**

**JVC GYHM890**

[http://pro.jvc.com/prof/attributes/features.jsp?model\\_id=MDL102269](http://pro.jvc.com/prof/attributes/features.jsp?model_id=MDL102269)

**Studio Camera Items;**

Monitor - JVC HP790G

Servo Zoom Control - HZ-ZS13U

Manual Focus Control - HZ-FM13U

CCU - RM-HP790DU

Fiber Transmission System - FS-790PSACG

Camera Cables

**Installation**

Provide for installation of the studio camera systems.

**Teleprompter**

Provide suitable teleprompter systems that matches well with the Studio camera system you are providing. System should include software and hardware necessary to delivery content to the on camera systems. The current teleprompter system operates on a single camera, which is mounted on a studio pedestal. Currently one of the legacy pedestal systems is configured to support the added weight of a teleprompter.

**Master Control Switcher**

**Newtek Tricaster 860 with Control Surface**

<http://www.newtek.com/products/tricaster-860.html>

With this options include;

**Newtek Live Text**

Provides ability to add a dedicated title station with datalink.

<http://www.newtek.com/products/accessories/tricaster-livetext.html>

**-OR-**

**BroadcastPix Mica with Control Surface**

<http://www.broadcastpix.com/Products/Mica-Systems.html>

With this option include External HD-SDI Video Recorder

AJA Ki Pro Rack or Blackmagic Hyperdeck Studio Pro

<https://www.aja.com/en/products/ki-pro-rack>

<https://www.blackmagicdesign.com/products/hyperdeckstudio>

## **Control Room Switcher Monitors**

2 42" LCD Monitors

## **Control Room Switcher Broadcast Monitor**

1 17" Blackmagic Smartview HD

<https://www.blackmagicdesign.com/products/smartview>

## **Control Room Engineering Station**

### **Control Room Switcher Broadcast Monitor**

1 17" Blackmagic Smartview HD

<https://www.blackmagicdesign.com/products/smartview>

## **Waveform Monitoring**

Blackmagic Smart Scope Duo 4k

Dual 8" monitor with Engineering Monitors

<https://www.blackmagicdesign.com/products/smartview>

## **Camera Monitors**

(2) Blackmagic Smart Scope Duo (4 total 8" Monitors)

Provide 4 8" color accurate camera monitors

## **Remote Router Controller**

Blackmagic Videohub Hardware Controller

<http://www.blackmagic-design.com/products/videohub/control/>

Provide device to remote control router to allow for monitoring of any source in the facility from this Master Control Room engineering station.

## **16 Channel Digital Audio Mixer**

**Allen & Heath QU-16**

<http://www.allen-heath.com/key-series/qu-series/>

## **Audio Command Center**

Mackie Big Knob

<http://www.mackie.com/products/bigknob/>

## **Control Room Speakers**

## **Studio Speakers**

## **Furniture and configuration**

Room should be configured to accommodate a single operator or multiple operators.

## **Shop Drawings**

Provide shop drawings showing the location of each device, rack, furniture, other and connection diagram.

## **Installation**

Provide installation of all the above listed systems.

## **SECTION 2: City Hall Production Facility**

The City Hall production facility is to be configured in a manner similar to the Master control environment so operators can easily transition from one environment to the other. Equipment utilized in the Master Control room should be also used in this environment although models may be different to accommodate the specific needs of each environment. For example a substitution of models may be used to meet differences in scale however it is important to maintain the same manufactures equipment with similar interfaces and workflows.

All video will route via a HD-SDI capable router located in this production facility. This control environment should be configured to be operated with a limited crew (Director/TD) or complete crew (Director, TD, Engineer, Audio, Graphics, and Producer). This environment should have capability to record programming locally and deliver live programming to the Replay Room - Head end at MCTV. This environment must include comprehensive program, preview, source monitors, and waveform type monitor(s). This environment should also include camera control units, audio monitors, and the rack(s), mounting hardware, furniture and enclosures necessary to support this equipment should also be provided.

It is expected that most but not all legacy systems in this location will be replaced to provide for a comprehensive HD-SDI workflow.

Included in this section are:

*Camera System updates*

*Switcher*

*Engineering Station*

*Audio Systems*

## **Camera Systems**

Please replace the legacy camera head and lenses with new HD-SDI capable hardware. Please retain all PTZ control apparatus.

### **(4) Video cameras**

Hitachi HV-HD33

[http://www.hitachi-kokusai.co.jp/global/products/video/camera/fa\\_camera/hd/hv-hd33.html](http://www.hitachi-kokusai.co.jp/global/products/video/camera/fa_camera/hd/hv-hd33.html)

## **Installation**

Provide for installation of the camera systems and integration with legacy PTZ hardware.

**City Hall Switcher** (use same manufacture as provided for Master Control)

**Newtek Tricaster 460 with Control Surface**

<http://www.newtek.com/products/tricaster-860.html>

**IP Video Encoder (Tricaster Only)**

Replace legacy scan converter with H.264 streaming encoder and other devices needed to provide IP video input for Tricaster from legacy Crestron switcher.

**-OR-**

**BroadcastPix Flint with Control Surface**

<http://www.broadcastpix.com/Products/Mica-Systems.html>

**HD Scan Converter (Flint Only)**

Replace the legacy scan converter supporting the Crestron switcher and install new HD-SDI Scan Converter

**City Hall Switcher Monitors**

2 42" LCD Monitors - 1080i

**City Hall Engineering Station**

**Waveform Monitoring**

Blackmagic Smart Scope Duo 4k

Dual 8" monitor with Engineering Monitors

<https://www.blackmagicdesign.com/products/smartview>

**Camera Monitors**

(2) Blackmagic Smart Scope Duo (4 total 8" Monitors)

Provide 4 8" color accurate camera monitors

**Router**

Blackmagic Smart Videohub 12x12

**16 Channel Digital Audio Mixer**

**Allen & Heath QU-16**

<http://www.allen-heath.com/key-series/qu-series/>

**Control Room Speakers**

Provide Control Room speakers with integrated power amplifiers.

**IP Networking**

Provide all IP networking required to support above including cabling and a network switch.

**Furniture and configuration**

Room should be configured to accommodate a single operator or multiple operators.

**Shop Drawings**

Provide shop drawings showing the location of each device, rack, furniture, other and connection diagram.

## **Installation**

Provide installation of all the above listed systems.

## **SECTION 3: Remote Production Trailer**

### **Remote Production Trailer**

MCTV operates a remote broadcast trailer which is utilized for coverage of live sporting and other events in the community. Many sites in the community are prewired to facilitate and ease configuration of technical facilities.

This trailer should be configured to be totally self-sufficient with its own power generation systems, heating and cooling systems, and comprehensive video production systems. The trailer should be configured so it can take advantage of "Shore Power" when available. The trailer should be as easy to use and configure as possible and to that end should mimic the other production environments so operators can easily transition from one environment to the other.

All video systems should be exclusively HD-SDI. All video will route via a local HD-SDI capable router that will support every possible video source and video destination. The control environment should be configured to be operated with a limited crew (Director/TD) or complete crew (Director, TD, Engineer, Audio, Graphics, Replay, and Producer). The Master control environment should have capability to record programming locally and record multiple individual sources. Support multiple live playout sources, live animation graphics, and support up to 16 audio inputs. This environment must include comprehensive program, preview, source monitors, and waveform type monitor(s). This environment should also include camera control units, audio monitors, and the rack(s), mounting hardware, furniture and enclosures necessary to support this equipment should also be provided.

This section includes the deployment of the video infrastructure in the new MCTV remote production trailer. The trailer itself will be provided by MCTV. The winning contractor will advise MCTV staff on developing specifications for the trailer and its power generation system, lighting, and heating and cooling system.

*Camera Systems*

*Master Control Switcher*

*Engineering Station*

*Audio Systems*

### **Camera Systems**

Please provide camera systems for studio and remote use. This production environment will utilize the MCTV studio cameras in conjunction with CCU's installed in the remote trailer. Please provide plan that will accommodate a smooth transition from studio to the field. Video will be delivered to downstream devices via the trailers video router or file based systems.

### **Studio Camera Items;**

Provide CCU's and Fiber termination hardware and other items as required to support the camera system installed in the studio

**Installation**

Provide for installation of the studio camera systems.

**Remote Trailer Control Switcher**

Provide same switcher as provided in master control environment.

**Remote Trailer Video Recorder**

AJA Ki Pro Rack or Blackmagic Hyperdeck Studio Pro

<https://www.aja.com/en/products/ki-pro-rack>

<https://www.blackmagicdesign.com/products/hyperdeckstudio>

**Live Text Sports Packages**

(with Tricaster)

Special preconfigured live sports graphics packages for all major sports

[http://www.krisgurrad.com/LT\\_scoreboards.html](http://www.krisgurrad.com/LT_scoreboards.html)

(for BroadcastPix please provide alternative)

**Remote Trailer Switcher Monitors**

2 42" LCD Monitors - 1080i

**Remote Trailer Switcher Broadcast Monitor**

1 17" Blackmagic Smartview HD

<https://www.blackmagicdesign.com/products/smartview>

**Remote Trailer Engineering Station****Remote Trailer Switcher Broadcast Monitor**

1 17" Blackmagic Smartview HD

<https://www.blackmagicdesign.com/products/smartview>

**Waveform Monitoring**

Blackmagic Smart Scope Duo 4k

Dual 8" monitor with Engineering Monitors

<https://www.blackmagicdesign.com/products/smartview>

**Camera Monitors**

(2) Blackmagic Smart Scope Duo (4 total 8" Monitors)

Provide 4 8" color accurate camera monitors

**Router**

Blackmagic Videohub 12 x12

<http://www.blackmagic-design.com/products/videohub/>

**Instant Replay System**

Tricaster 3 Play or BroadcastPix ReVue. Match to above switcher

Provide suitable monitors and accessories as required



**16 Channel Digital Audio Mixer with AR2412 Stagebox**  
**Allen & Heath QU-16**

<http://www.allen-heath.com/key-series/qu-series/>

Stagebox to be used in press box or talent location as digital audio snake supported by Cat6.

**Audio Command Center**

Mackie Big Knob

<http://www.mackie.com/products/bigknob/>

**Speakers**

Provide speakers with integrated amplifiers.

**3 PTT Microphones**

Please provide 3 Push-To-Talk microphones that can be send audio the QU-16 to be distributed to IFB. Microphones should be provided for Director, Replay Engineer, and Audio engineer.

**Rack at Talent Location:**

Include the following items in a portable rack to be placed at the talent location. Rack will need to be supported by a cable to include 1 cat 6 Ethernet cable plus 2 HD-SDI Cables.

**Wireless IFB System**

Please provide a wireless IFB system to be placed in a rack at the talent location. Wireless IFB system should include at least 3 receivers.

**Wireless Microphone System**

Please provide a 2 channel wireless Microphone System to be placed in a rack at the talent location. Microphone system should support standard broadcast microphones with Microphone Flags. Microphone system should include a pair of directional high gain antenna to be mounted on mic stands.

**Wireless Camera System**

**Teradek Bolt 600**

Please provide a single channel HD-SDI wireless video delivery system. The receiver will be placed in a rack at the talent location with video transport back to truck via fiber or other.

**Broadcast Headsets**

Please provide (3) broadcast headsets with microphones for talent. Headsets should feature noise canceling microphones, preferable condenser type, and should have a close ear configuration covering both ears.

**Remote Trailer Switcher Talent Monitor**

1 17" Blackmagic Smartview HD

<https://www.blackmagicdesign.com/products/smartview>

(End of rack)

**IP Infrastructure**

Provide network cables and other infrastructure to support all items in the truck. Network switch should include 802.11b wireless capability to support wireless networking such that it can connect to wireless networks and distribute that and other IP traffic to devices on the LAN.

**Furniture and configuration**

Trailer should be configured to accommodate a single operator or multiple operators.

**Shop Drawings**

Provide shop drawings showing the location of each device, rack, furniture, other and connection diagram.

**Installation**

Provide installation of all the above listed systems.

## **SECTION 4: Playout Room - Head End**

The Playout Room Head End is the central distribution point for the video and data networks. This room is comprised of several racks of equipment that house routers, hubs, servers and most of the major video components that are used for the operation and monitoring of all MCTV resources.

It is expected that a majority of the systems in this location will be updated. Many components will be removed. Items show on the "Proposed" Replay Room - Head end diagram with red descriptions are legacy items to be utilized in the new proposed configuration. Below are "New" proposed components.

### **Blackmagic Smart Control router control panel and video hub software or other**

<http://www.blackmagic-design.com/products/videohub/control/>

Key product features:

40 Inputs routing to any or all of 40 outputs (40x40)

SD-HD-SDI 3g SDI

Software control panel

Software control via Ethernet

### **Computer to support Router Control**

### **Touchscreen LCD Rack mount Monitor to support Router Control**

### **Playout Servers (4)**

**Cablecast SXLEHD - Model # CBL-SXLEHD-UPG15**

**Single channel playout servers providing a total of 4 total playout channels**

### **Playout Server Controller**

**Cablecast PRO VOD – Model # CBL-SVR430-VOD-UPG15**

This is an upgrade to the current Cablecast PRO to provide compatibility with the above Playout servers. Provide all necessary devices and cabling for control of new and legacy equipment.

### **RS 232 or IP Control of Router**

Provide all cables, hardware, and software to allow for remote control of router by the scheduling software utilized by the Playout servers. This remote control will allow for automated transition from playout servers to message board content.

### **Message Board System (3)**

**Tightrope CG33-SDI – Model# CBL-CG330-SDI-UPG15**

3 systems required

Please provide a message board system with HD-SDI video output. This system should be able to provide multiple independent channels of content concurrently. Content management should be done via IP and be able to be managed via workstations on the LAN or via the public Internet.

## **Replay Room Engineering Station**

### **Broadcast Monitors**

(3) 17" Blackmagic Smartview HD

<https://www.blackmagicdesign.com/products/smartview>

### **Waveform Monitoring**

Blackmagic Smart Scope Duo 4k

Dual 8" monitor with Engineering Monitors

<https://www.blackmagicdesign.com/products/smartview>

### **Additional 8" Monitors**

(1) Blackmagic Smart Scope Duo (2 total 8" Monitors)

Provide 2 8" color accurate camera monitors

### **Converter environment**

Include a rack mount solution to house all the required converters needed to support this facility.

Cobalt HPF-9000-C 20 slot high power frame with power supply and fan

Cobalt SP-9000 additional power supply for frame

Cobalt RM20-9001-A Frame I/O module

A total count of converters to be established in the RFP by vendor.

### **Lobby Monitor**

Install large LCD Monitor in Lobby with wall mount.

### **Blackmagic Multiview**

Utilize this device to view 4 HD-SDI sources from the router on a single large LCD monitor in the lobby. Provide for 4 HD-SDI outputs from the router for this use.

### **Connections to Legacy devices still in regular use**

Provide connections and converters for legacy cable receivers, modulators, and other legacy devices that will be in use. One of those devices is the Legacy router which will provide a single source and distribution point to the new HD-SDI Router. (See drawings)

### **Power**

The racks in this room will be supported by legacy UPS units. Please review to be sure they will support the updated hardware.

### **Shop Drawings**

Provide shop drawings showing the location of each device, rack, furniture, other and connection diagram.

### **Installation**

Provide installation of all the above listed systems.

## **BIDDER INFORMATION**

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Firm Established:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **State of Organization:** \_\_\_\_\_

**Representative's Name & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The above individual is authorized to submit this proposal and declares that he/she have informed themselves fully in regard to the conditions to be met in the performance of the work, and having read and examined all the specifications pertaining to the work, proposes to furnish all materials, tools, equipment, transportation, labor, supervision and all else necessary, for the satisfactory and complete performance of the work for the city of Midland.

The bidder agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

The bidder affirms that this proposal has not been prepared in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor and the bidder has full authority to execute any resulting contract awarded as result of, or on the basis of the proposal.

By submission of this proposal the Bidder agrees that at the time of submittal: (1) Bidder has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, and that (2) Bidder had no notice or knowledge of any "Conflict of Interest" that would be created by an award of a contract to Bidder A. "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Midland. Bidders shall identify any interest, and the individuals involved, on separate paper with the response and shall understand that the City of Midland, at its discretion may reject their proposal.

## Vendor Questionnaire

Please provide the following information and submit with your proposal:

Firm Name: \_\_\_\_\_

Established: \_\_\_\_\_ State: \_\_\_\_\_

Type of Organization:

☐ Individual      ☐ Partnership      ☐ Corporation      ☐ Joint Venture  
☐ Other \_\_\_\_\_

1. How many years has your company been providing this type of service? \_\_\_\_\_

2. Please provide a list of at least three (3) references who have had similar work performed by your company \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many employees does your company employ? \_\_\_\_\_ Full time \_\_\_\_\_ Part time

4. Provide a timeline detailing the project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Would you subcontract any of the services being requested? \_\_\_\_\_

6. Explain Installation process \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Explain details regarding your warranty on products and installation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The foregoing questionnaire is a true statement of facts:

Signature of Authorized Company Representative: \_\_\_\_\_

Representative's Name: (print) \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A - INSURANCE REQUIREMENTS

The Contractor, or their subcontractors, shall not commence work under this agreement until they have obtained the insurance required below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers with an AM Best rating of A or higher, and acceptable to the GWBCCC.

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage's, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability, Motor Vehicle Liability, as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** City of Midland.

**Cancellation Notice:** All policies of insurance, as described above, shall include an endorsement reading as follows: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Ron Beacom, Manager of MCTV & Library Communications.

COLOR KEY



HD/SDI



CAMERA



ETHERNET



ANALOG



AUDIO



DVI

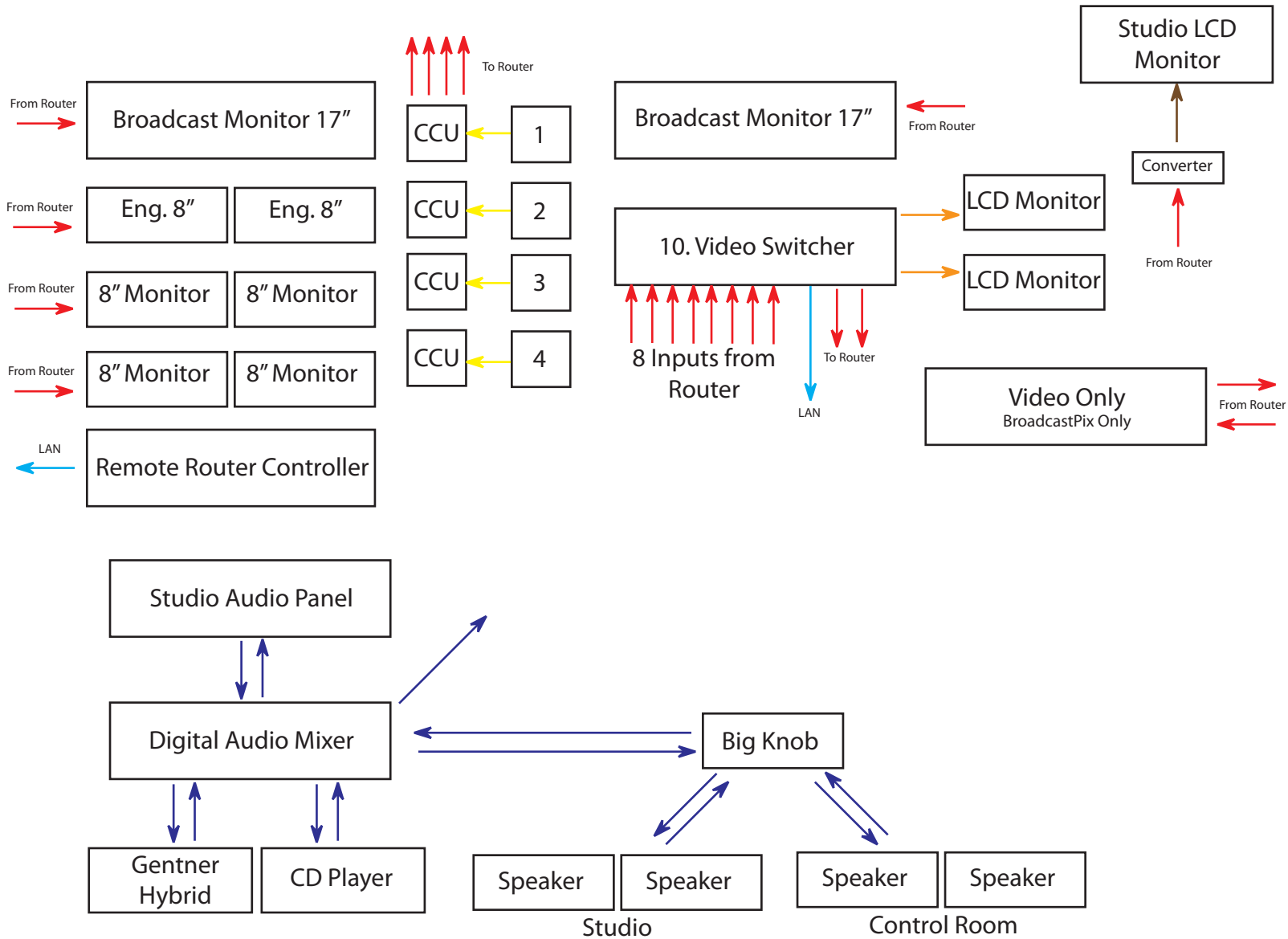


HDMI



## PROPOSED MASTER CONTROL ROOM

Dimensions: 110" width 144" depth 96" height

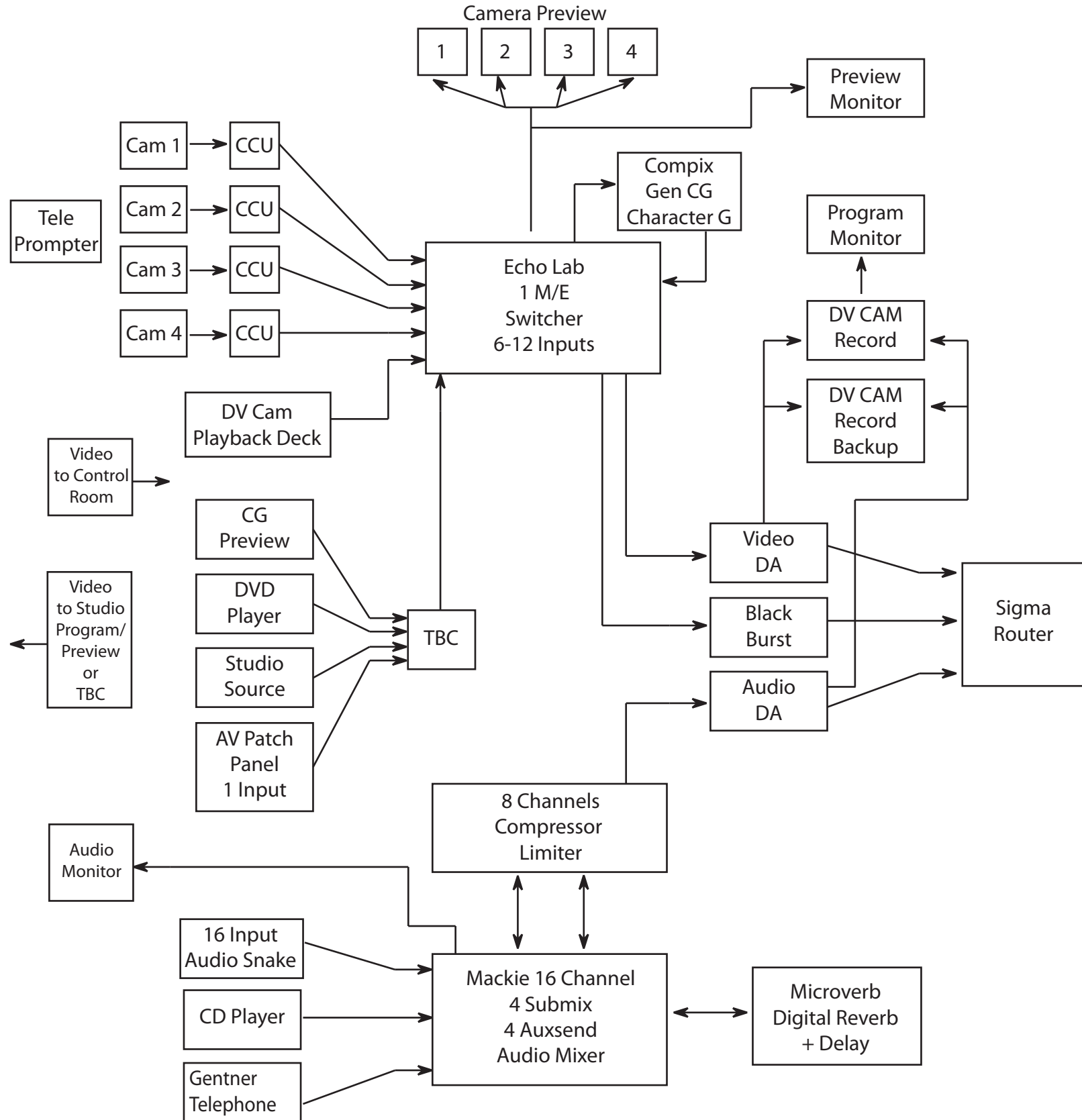




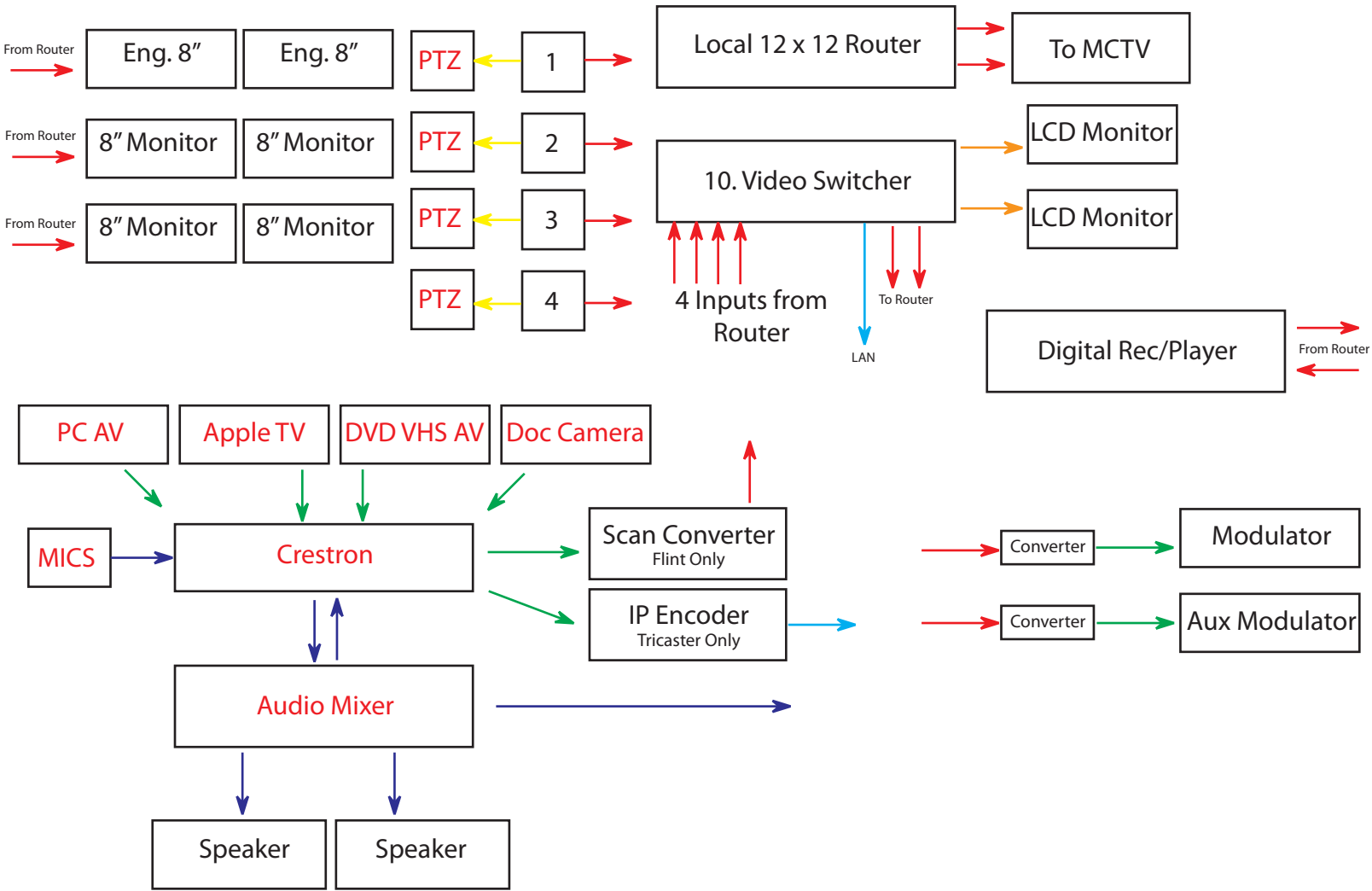
A service of the City of Midland

## LEGACY MASTER CONTROL ROOM

Dimensions: 110" width 144" depth 96" height



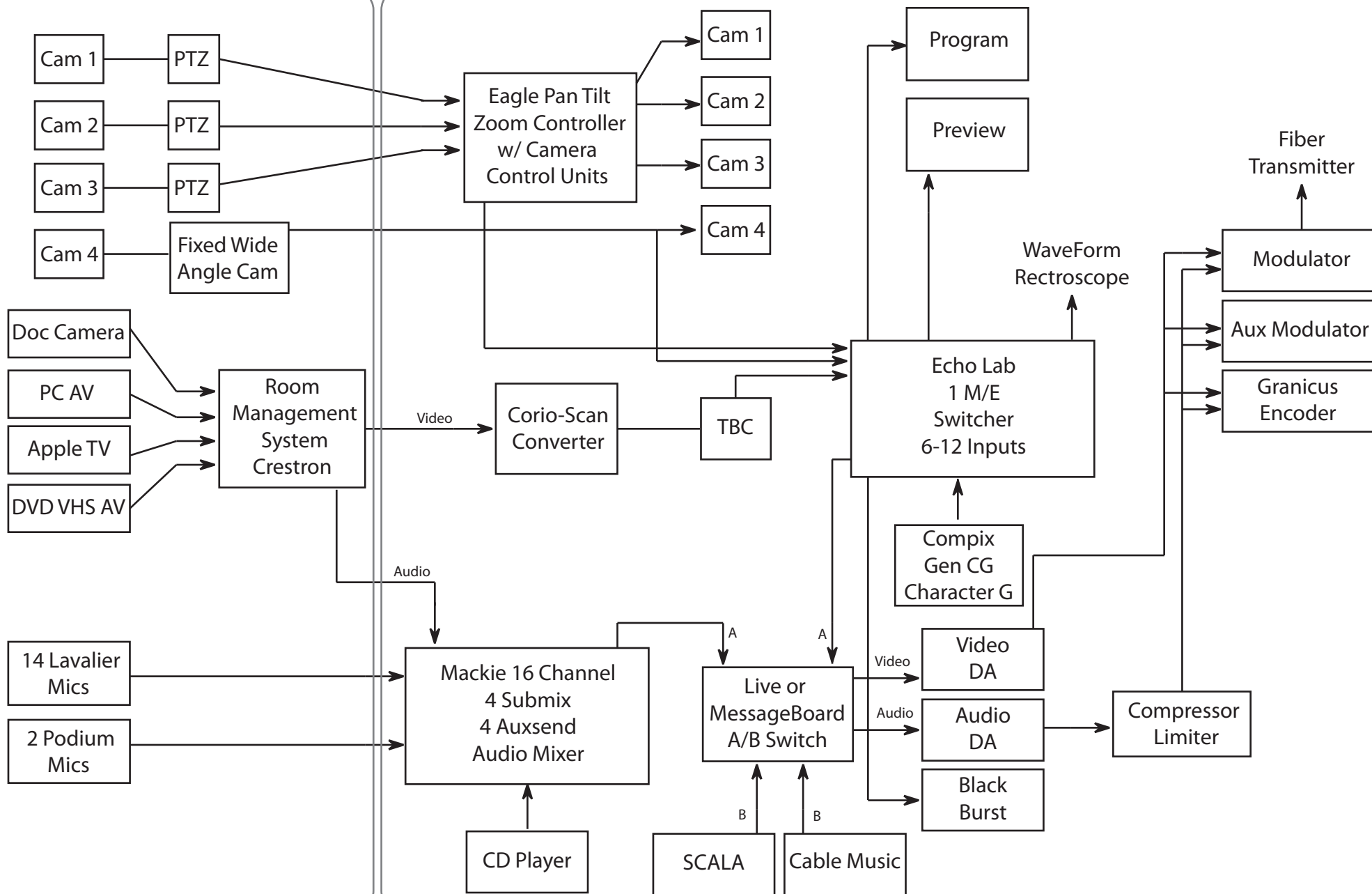
## PROPOSED CITY HALL PRODUCTION FACILITY



# LEGACY CITY HALL PRODUCTION FACILITY

## Council Chambers

## City Hall Control Room

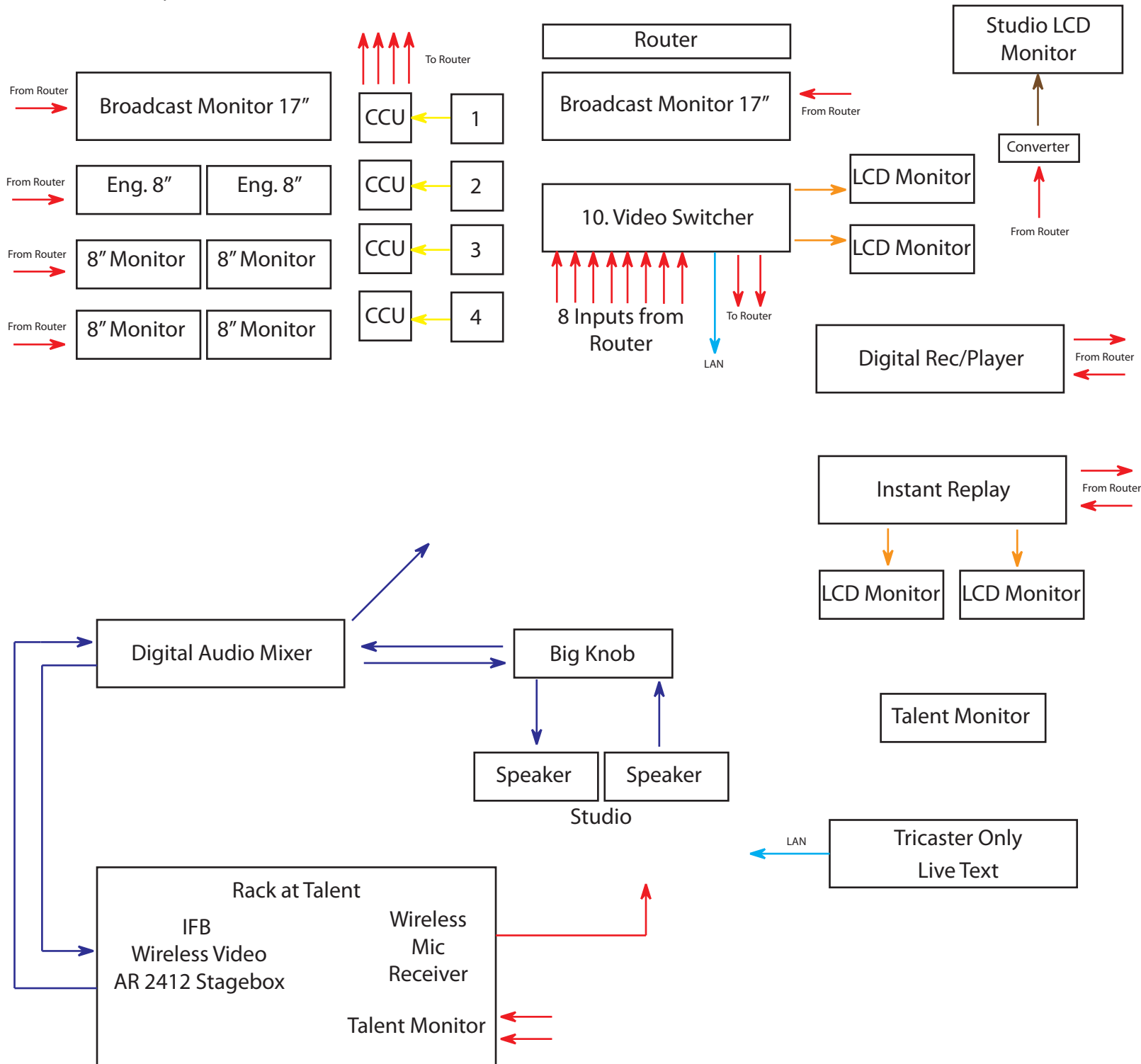




A service of the City of Midland

## PROPOSED PRODUCTION TRAILER

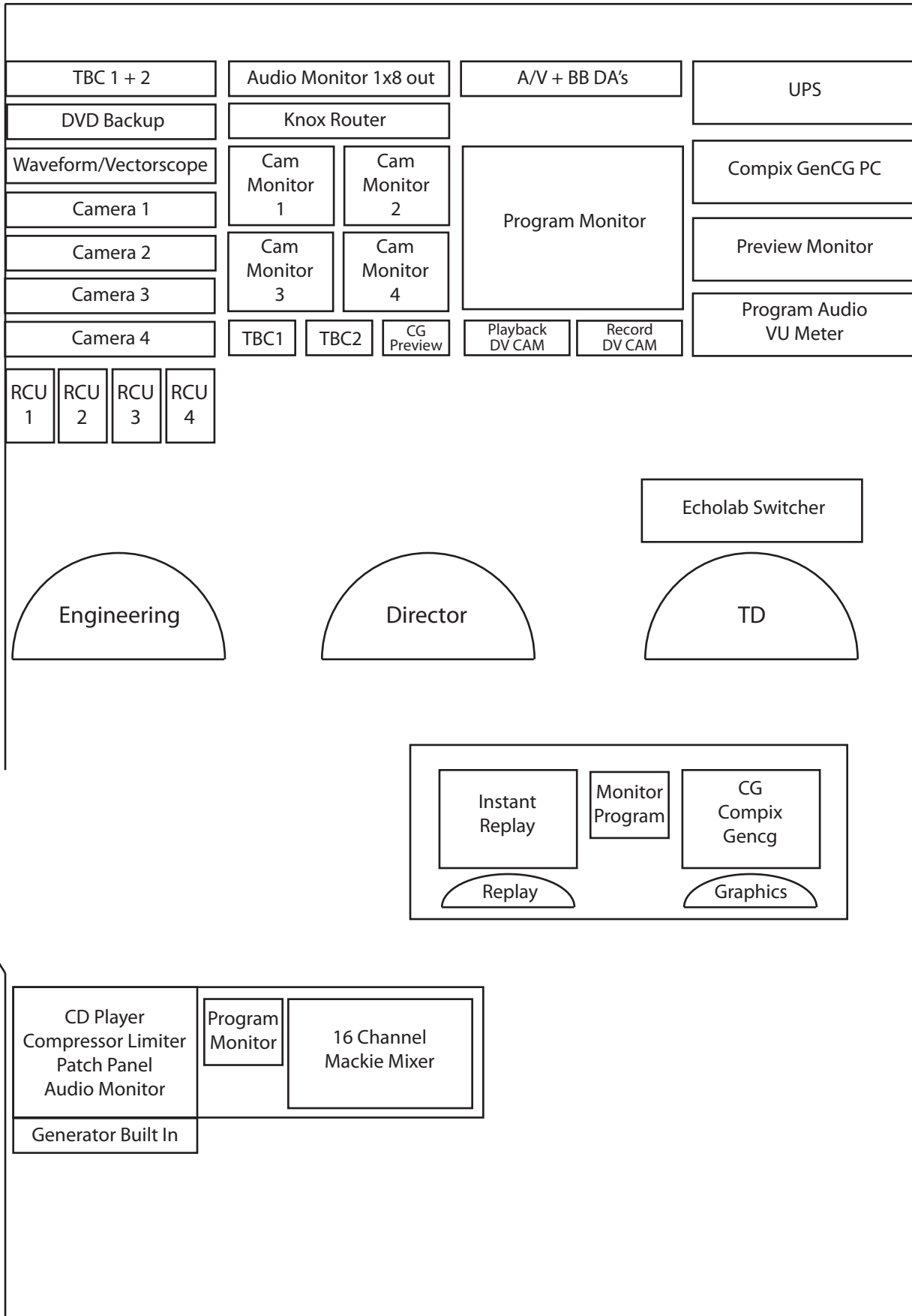
Dimensions: 8ft x 20ft



# LEGACY PRODUCTION TRAILER

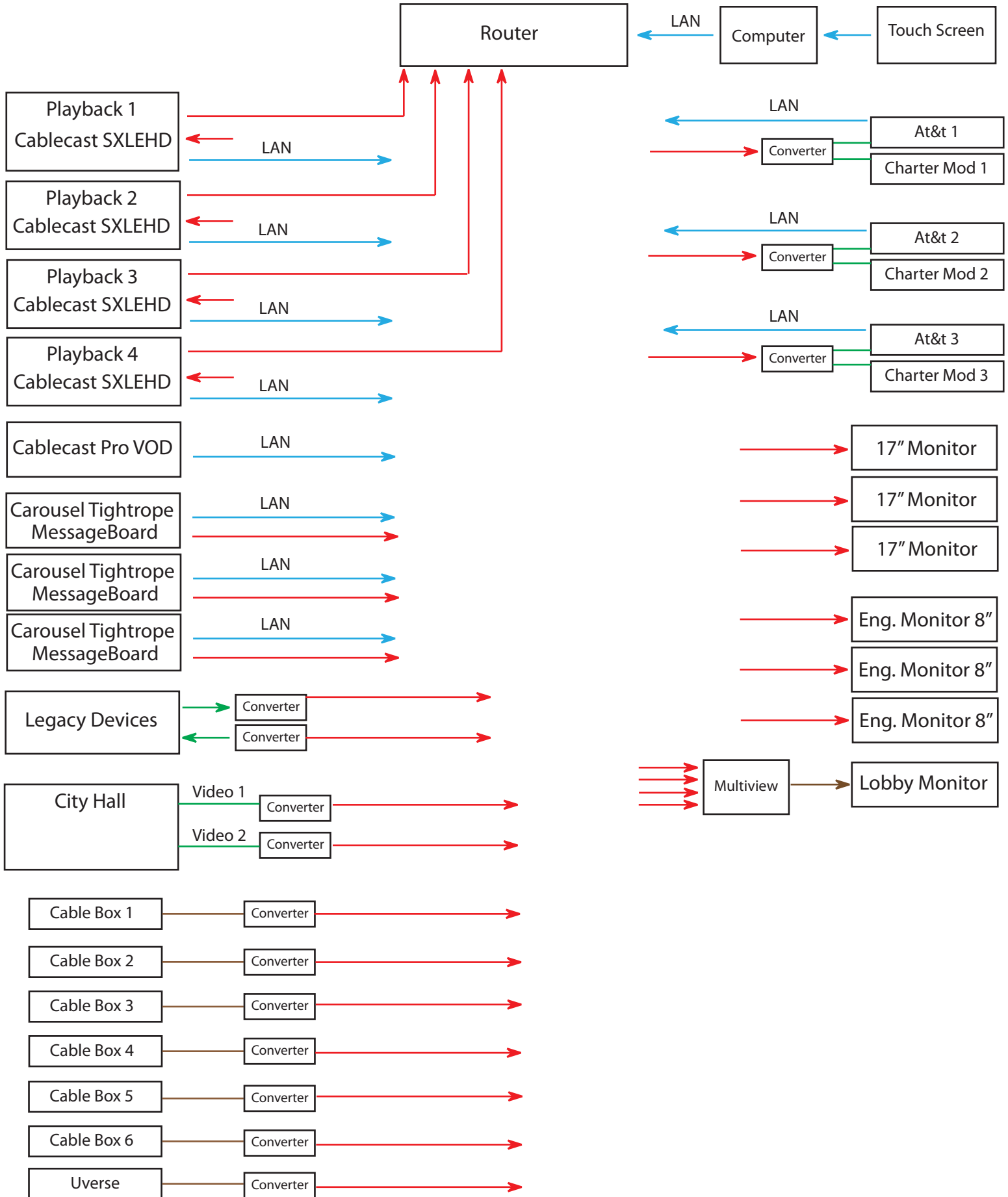
Dimensions: 8ft x 20ft

## Rear Doors

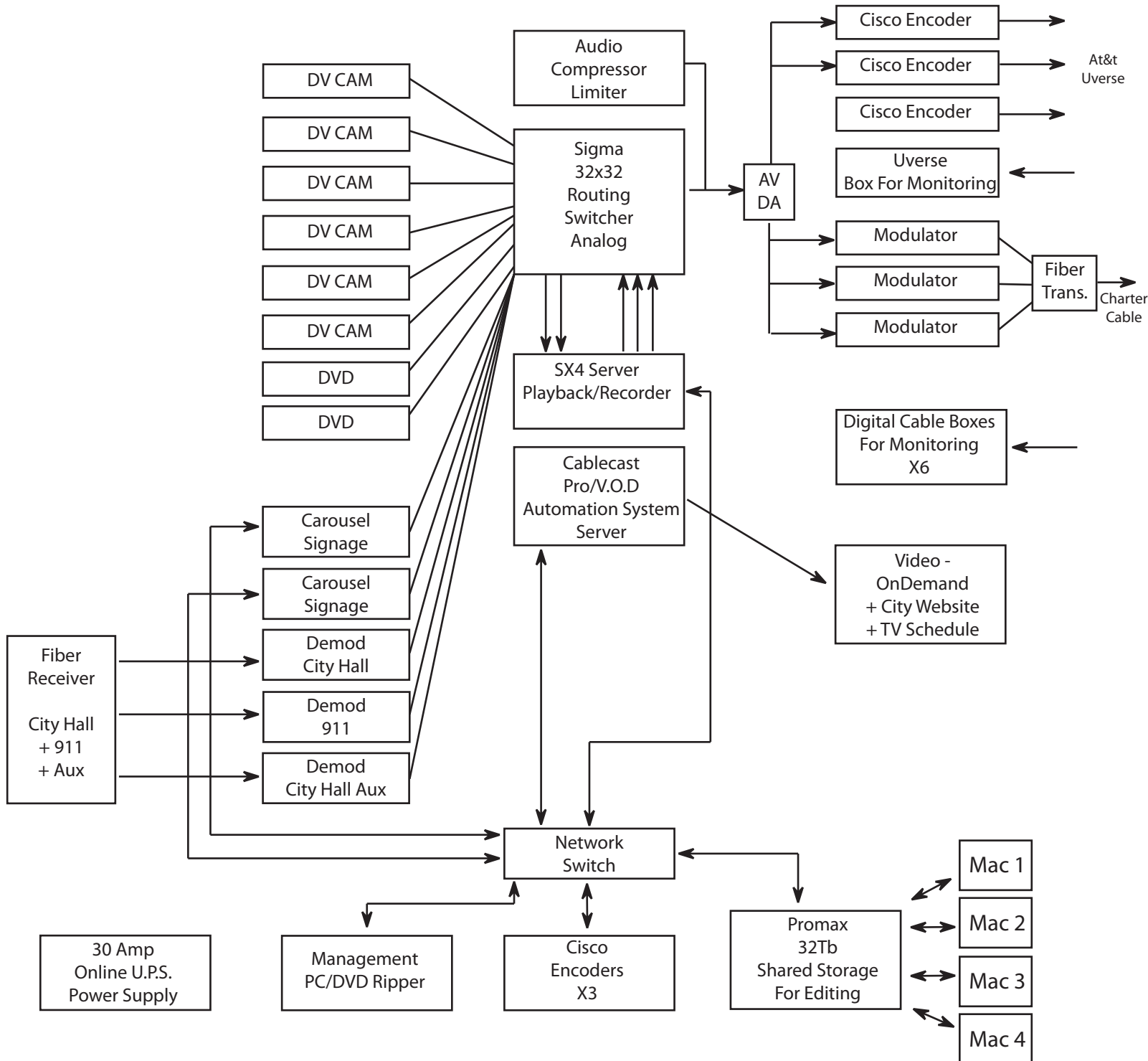


## PROPOSED REPLAY ROOM-HEADEND

Dimensions: 74" width 98" depth 96" height  
4 standard racks



**LEGACY REPLAY ROOM-HEADEND**  
Dimensions: 74" width 98" depth 96" height  
4 standard racks





PROPOSED LEGACY RACK

